Notes of Neighbourhood Plan Steering Group Meeting, Thursday 13th October, 17.00, OTC

Present: Liz Sanders, Michael Haley, Christopher Clark, John Nowell, Michael Hinman, David Salkeld, Ann Lewis

Apologies: Frank Payne, Oliver Bird, Maureen Burns-Jones, Paul Dowse, Jasmine Hopkins

Matters Arising:

- Banners - Christopher has ordered them. Posters and flyers were discussed - if produced in house, then cheaper and easier - can be printed in Town Council office in colour. Flyer-size for windows in Tesco, Wilko, McColl's, library, Victoria Hall, museum, Pollen, Kevin O'Brien's, Itch Gallery, Co-Op etc and David to put out

- Website - Paul reminded us to provide wording (using as template his entry on Transport), material and photos for topic areas so far without info - Town Centre, Sports & Leisure, Open Spaces & Heritage, Community Facilities
  Ann passed around Paul's print-out showing number of hits website has had - we need to pass relevant material to Paul

- Additional note from Paul - bunting in the OTC office along with Housing Zones A1 framed plan. Has produced a Housing Zones soft copy on Google Drive - uploaded to Wix site ready for use. Has added under Evidence Base the links Oliver sent re Housing and Sport & Leisure as well as adding all his own Transport docs under Transport on Google Drive
  Suggests a new ONP web page with all info for Tesco event on it

- RCC Survey Monkey - sent to residents of new housing sites in Oakham and Barleythorpe - John sent on to us. Questions were very relevant to the NP - possibility of using their results?

- Training sessions - Maureen has sent round a programme of these which may change/be added to as we proceed but 1st one is next Thursday at 5.00 from an architect. Please invite WG members too

- Press article - Mayor's Report - Michael pointed out that the mayor made very positive reference to the NP

- Liz and Jasmine had a very positive discussion with Catmose Vice Principle and 6th Form Head, John Harrison and have been invited to present our slides on the NP to the 6th Form in early November to kick start project work. Also askedif we can do a NP stand at Catmose Schools.

Event Briefing:

- Rota for the Tesco event on 22nd October - see Event Planner sent with these Notes

- Liz stated that we all need to be familiar with where we are with the NP and be ready for any questions on any of the following: heritage sites, green spaces, shops, sports fields, medical facilities, allotments, housing projections, Michael Masters' population projections, etc. Michael

Hayley has produced a spreadsheet with additional facts. Liz is including extra wording on prompt sheet – also being sent out with these notes

- The Tesco event is for engagement and information purposes only - we must not give our personal opinions and if we do not know an answer to a question then we must say that we will find out and post on website or direct to them – if they leave their contact address.

- The questions on the Prompt Sheet 'Your Views' - also sent round with these Notes - are for people to note and consider in advance of the survey next year - they will also be posted on the website

- Event Layout is shown on the Event Planner - see doc attached to Notes - we have very clear, enlarged maps of the NP area, two boards showing what the NP can and cannot do, leaflets, coloured counters and labelled buckets, posters, banners, flip charts and post-it notes.
  David to supply balloons for decorating the foyer and gazebo which will be manned.

- Please note allocated jobs on the day from the Planner

- Take contact details of anyone who wants us to come along and speak to their group.

- Christopher reminded everyone about name badges - we should wear the ones supplied for last event if we still have them. Please remember to wear them on the day. If you need one, let Liz know asap.

- A press release is being sent for inclusion in 20th Oct edition of Rutland Times. The event is also posted on the Rutland Radio schedule

- Final reminder from Liz that each WG needs to have content on the website - send Paul the necessary

The next meeting is our Training Session on Thursday 20th October at 17.00 in the TC office.

The meeting ended at 18.05